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Government of Saskatchewan

Annual Report 1981-82

Saskatchewan Public Service Commission

Saskatchewan
Public Service
Commission

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Bob Andrew
Minister

November 1, 1982

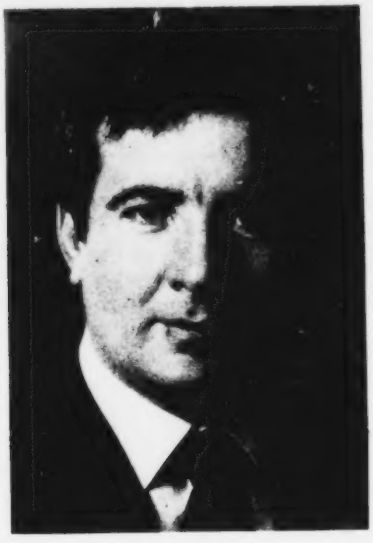
To His Honour
The Honourable C. Irwin McIntosh
Lieutenant-Governor of Saskatchewan
511-A Hotel Saskatchewan
Regina, Saskatchewan

Dear Sir:

In accordance with subsection 2 of section 6 of the Public Service Act, I have the honour to submit the report of the Public Service Commission for the fiscal year ending March 31, 1982.

Respectfully submitted,

Bob Andrew,
Minister-in-Charge of the
Saskatchewan Public
Service Commission.



David Bock
Chairman

November 1, 1982

To Honourable Bob Andrew
Minister-in-Charge of the
Saskatchewan Public Service Commission
Legislative Building
Regina, Saskatchewan

Dear Sir:

It gives me pleasure to submit herewith the report of the Public Service Commission for the fiscal year ending March 31, 1982.

May I take this opportunity to acknowledge the assistance of my fellow Commissioners and the diligent work of the staff of the Public Service Commission.

Yours truly,

David A. Bock,
Chairman.

Introduction

The Saskatchewan Public Service Commission operates under the authority of *The Public Service Act*, serving as the central personnel agency for the Government of Saskatchewan.

The Commission performs a number of regulatory and service functions; the principal functions are:

- recruitment and assessment of candidates
- negotiation of collective bargaining agreements
- classification of positions
- administration of classification and pay plans
- staff training and development
- provision of advice on personnel matters to departments and agencies in the public service
- provision of suitable communication and recognition programs for employees in the public service.

The Commission itself comprises five individuals. As Chairman of the Commission, David Bock also serves as chief executive officer of the government's central personnel agency. This position is a full-time appointment. The other Commission members, appointed on a part-time basis for a period of six years, include Isabelle Butters (C.M., General Manager of the Weyburn Co-operative and former Mayor of Weyburn) Roland Crowe, (Chief of the Piapot Reserve), Harold Hoffman, (President of the Service Employees International Union (SEIU) Local 333, President of the SEIU Prairie Regional Council and Vice-President of the Canadian Central and Western Conference of the SEIU), and Roland Muir (Assistant to the President of the University of Saskatchewan).

The five Commissioners represent the public interest in the ongoing efforts of the Public Service Commission to improve personnel administration within the Saskatchewan public service.

During the year under review, the Commission met twelve times and heard seven classification appeals. Of these, four were denied and three withdrawn. The Commission also acted upon one dismissal appeal and heard one appeal on witholding of the annual increment, the latter of which was subsequently withdrawn.

Commissioners

Isabelle Butters

Roland Crowe

Harold Hoffman

Roland Muir

During 1981-82, both the SGEU and the CUPE 600 collective agreements were subject to renegotiation. The Staff Relations Branch concluded a two-year agreement with CUPE 600 on October 16, 1981 after a month-and-a-half of bargaining. Negotiations with the SGEU commenced on July 20, 1981 and were still in progress at fiscal year end, March 31, 1982. During the year under review the Staff Relations Branch concluded a number of Letters of Understanding to resolve many outstanding employee relations issues. In addition, the branch successfully concluded transfer agreements involving employees moving out of the public service in the case of the Regina Psychiatric Centre, and employees moving into the public service in the case of Municipal Court services.

The Personnel Services Branch developed and implemented a government-wide policy on grievance procedures during the year under review. The branch developed a government-wide disciplinary policy, revised supervisory guidelines for the Employee Assistance Program and presented a related brief on behalf of the Commission to the Task Force on Mental Health.

During the year under review the Compensation Research Branch conducted a major in-scope salary survey for the 1981 round of collective bargaining with both unions. The branch also conducted a major salary survey of out-of-scope employees and made major improvements in its computer-based systems.

The Departmental Services Branch experienced an increase in requests for classification action because of program changes and departmental reorganizations. The branch conducted 1,747 staffing competitions involving 19,001 applications and 5,787 employment interviews. A review of the Clerical Examination resulted in changes to the application of the exam and enhancement of its usefulness in assessing a candidate's knowledge, skills and abilities. Continued emphasis was placed on the training of line managers and personnel administrators in staffing policy, methods and procedures. The Special Programs Unit interviewed 560 individuals and its candidate inventory grew to more than 225.

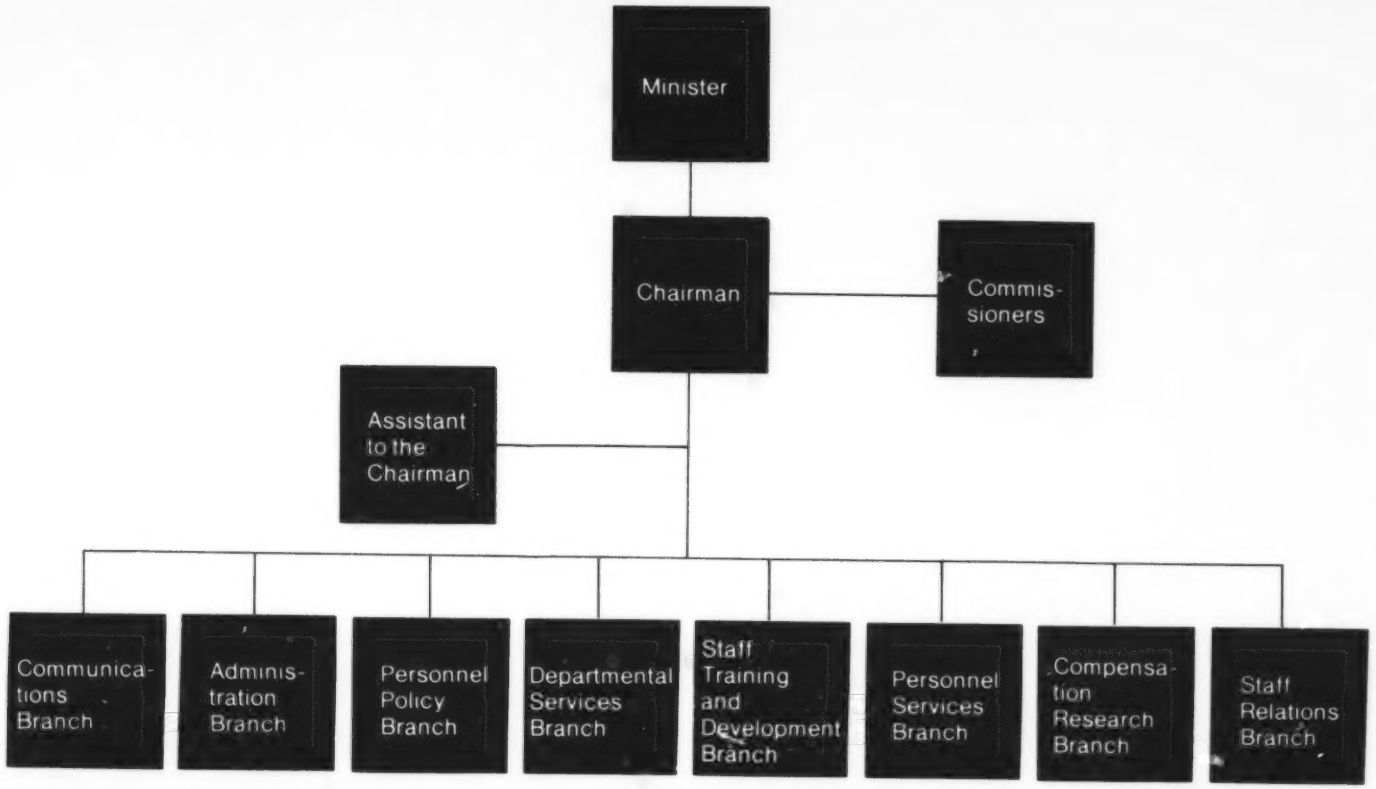
The Staff Training and Development Branch successfully introduced the first series of management training courses during 1981-82, expanded the Clerical Skills Workshop and added the Effective Writing Workshop to the total clerical skills training package. In total, the branch sponsored 108 courses which were attended by 1,700 participants. Three new courses were introduced: "Effective Speech Writing", "Manage Your Meetings" and "Making Presentations". Pilot projects were implemented within five departments to ensure effective human resource management.

All Communications Branch programs which had been under development during the previous fiscal year were fully implemented in 1981-82. Publication of the *PSC Post* service-wide employee newsletter was increased from quarterly to bi-monthly. The first of 19 Long Service Banquets was held on May 1 and a total of 1,082 long service employees were honoured during 1981-82. In addition, 261 retiring employees received gifts and mementos provided by the Communications Branch. The first Government of Saskatchewan Service-Wide Orientation Session for new public service employees took place in February of 1982 in Saskatoon. The branch commenced publication of the Personnel Administrators Bulletin, a summary of current personnel-related developments; and UPDATE, an outline of developments at the bargaining table for the information of all out-of-scope employees. The Communications Branch co-ordinated Commission participation in career days, and developed a televised program of Government of Saskatchewan career opportunities which appeared weekly on cable television throughout the province.

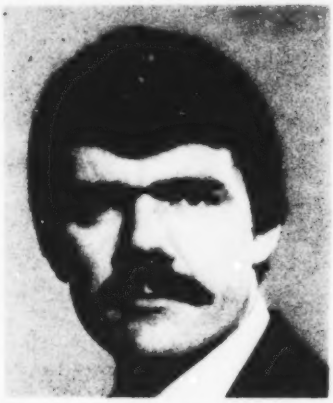
During the 1981-82 fiscal year, the Administration Branch completed installation of a Word Processing Centre, continued work on development of the new Human Resources Information System (HRIS) and designed and implemented a computerized Salary Survey System for the Compensation Research Branch.

For further details, refer to the appropriate chapters of this annual report.

Organization Chart



Staff Relations Branch



Tor Veltheim — Director

Objectives

The Staff Relations Branch is responsible for the labour relations activities which take place between the Government of Saskatchewan as employer and the bargaining agents certified as employee representatives.

Section 58 of *The Public Service Act* sets out the authority for the Crown to enter into collective bargaining agreements with its employees.

Functions

Branch functions include the negotiation of scope, hours of work designations, probationary periods and rates of pay for new classes of positions established during the term of the agreements. The branch also provides formal interpretations of the collective agreement provisions and provides direction regarding the resolution of grievances and arbitration cases.

Activities

Each in-scope employee in the Saskatchewan public service is covered by one of two collective agreements. The agreement with the Saskatchewan Government Employees' Union (SGEU) covers individuals employed in a wide variety of occupations in the classified division of the public service and in the labour service. The agreement with the Canadian Union of Public Employees, Local 600 (CUPE 600) covers employees working in 7 psychiatric, mental retardation and nursing home facilities.

Both agreements were subject to renegotiation during the year under review. A two-year agreement extending until September 30, 1983 was concluded with CUPE 600 on October 16, 1981, after a month-and-a-half of bargaining. The agreement included significant improvements in hours of work arrangements, benefits, agreement language, allowances and differentials. As a result of the introduction of the new Public Employees Dental Plan during this round of bargaining, CUPE 600 employees are covered under all of the employer's benefit programs. Negotiations with the SGEU commenced on July 20, 1981 and were still in progress as of March 31, 1982. During that year the branch concluded a number of Letters of Understanding to resolve many outstanding employee relations problems. Among the more significant issues resolved were the length of the teaching year for Instructors — Technical Institutes, as well as the method of pay administration, custodial allowances for employees in Child Care Institution camps, Leave for Union Business and a number of special Hours of Work arrangements in various work settings.

In addition, transfer agreements involving employees moving out of the public service jurisdiction in the case of the Regina Psychiatric Centre as well as employees moving into the public service in the case of employees in the Municipal Court services, were successfully concluded with the employers and the unions involved.

Personnel Services Branch

Jim Penrod — Director

Objectives

The Personnel Services Branch assists departments and the Public Service Commission to establish and maintain positive employer-employee relations throughout the Saskatchewan public service.

The branch attempts to develop and maintain effective communications with the unions, employees and government agencies. Additionally, it attempts to provide timely consideration and a pro-active approach to problem resolution. These objectives are intended to result in consistent and equitable treatment of employees throughout the service.

Functions

Specifically, the branch is responsible for:

- Contract Administration — to advise and direct operating departments on the application of collective agreements
- Grievance/Arbitration Administration — to establish and maintain an effective grievance and arbitration policy for service-wide application
- Liaison and Consultation — to provide regular written information to departments and agencies, to assist with correct personnel administration and problem resolution
- Contract Analysis — to provide a comprehensive information base to be used in advising departments of past Public Service Commission practice in contract administration, grievances and arbitral jurisprudence
- Payroll Administration and Documentation Approval — to process, verify and approve all personnel documentation necessary to the central personnel function; this includes such items as hiring, terminations, leaves, salaries, increments, outside employment/ conflict of interest
- Employee/Employer Relations — to establish and administer an improved Employee Assistance Program designed to deal fairly and objectively with employees who experience performance problems due to personal/ medical problems.

Activities

During the fiscal year 1981-82, the Personnel Services Branch received 285 grievances. Of this number, 188 were resolved through normal process while 10 were resolved through the arbitration process.

A government-wide policy on grievances handling was developed and implemented. Seventeen courses were held throughout the province introducing the new policy to supervisors and managers.

The branch developed a government-wide disciplinary policy which is to be implemented in the 1982-83 fiscal year.

Employee Assistance Program

Supervisory guidelines for the Employee Assistance Program were revised and presented at 10 training courses for managers. The Program accepted 58 formal supervisory referrals and offered consultations on another 42 situations involving unsatisfactory work performance.

A brief on behalf of the Public Service Commission was presented to the Task Force on Mental Health.

Discussion continued with CUPE 600 and SGEU regarding a joint approach to the program.

Compensation Research Branch

Rick McKillop — Director

Objectives

The Compensation Research Branch provides recommendations to the Public Service Commission regarding compensation policy and practices that will enable the Government of Saskatchewan to attract and retain the employees that it requires.

Functions

This involves determining the position of the Saskatchewan public service in the employment market. Based on this information, the branch is responsible for developing and maintaining a competitive employee compensation package to be implemented through negotiation with public service unions or through recommendations to the government for employees excluded from collective bargaining.

In addition the branch is responsible for the administration of the Management Series classification and compensation plan.

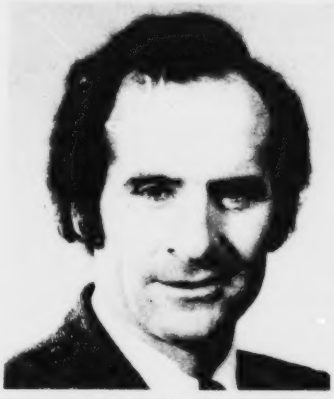
Activities

During the year under review the Compensation Research Branch conducted a major in-scope salary survey which was used to provide basic information on compensation issues for the 1981 round of collective bargaining with both the Saskatchewan Government Employees' Union, and the Canadian Union of Public Employees, Local 600. Branch staff participated as part of the management negotiating team in both rounds of collective bargaining. The branch also conducted a major salary survey of out-of-scope employees and based on the results prepared recommendations for general salary adjustments for this group as well as special adjustments necessary to meet specific market problems. In addition branch staff participated in more than 40 other compensation surveys during the year, in order to assist in determining the employer's relative competitive position in the markets surveyed.

In 1981-1982 the branch made major improvements in its computer-based systems, expanding the bargaining support system to include the CUPE 600 bargaining unit. Further, the branch developed and implemented a mechanized salary survey analysis system to facilitate the manipulation of salary survey data in determining our relationship to the employment market.

The branch was also involved in the development of salary structures for eight new classification series that were implemented during the year.

Departmental Services Branch



Ken Johns — Executive Director

Objectives

The Departmental Services Branch provides an integrated approach to classification plan administration and staffing. Combining the classification and staffing functions into one administrative and program structure has enhanced the quality of service delivered to line departments. This integration enables personnel officers to become thoroughly familiar with the position prior to the staffing process as well as providing a more balanced and varied workload.

The general purpose of the Departmental Services Branch is to assist line managers in achieving program objectives. The branch ensures that positions are equitably aligned and hence fairly compensated so as to recruit and retain qualified people broadly representative of the population of Saskatchewan. The Special Programs Unit within the branch facilitates the entry and career development of individuals of Indian ancestry and handicapped individuals in the Saskatchewan public service. To provide for greater accessibility, an office in Saskatoon was opened in December, 1981. Those responsibilities associated with the Departmental Services Branch are now being provided by professional personnel to the general public and government departments in the Saskatoon area.

Classification

Functions

The classification function of the branch is to serve departments and agencies in the public service through the administration of a sound and equitable classification plan. More specifically, the responsibilities include:

- classifying new positions
- reviewing requests for reclassification initiated by management or by employees
- representing the Public Service Commission at classification appeal hearings
- participating in the development of new or revised compensation structures
- providing advice and assistance to departments, agencies and individual employees of the public service on matters related to classification.

Activities

The workload of the branch is generated and determined by the operating requirements of the client departments. The number of requests for classification review depends to a large extent on the number of positions allocated to departmental programs and the changing use made of the mix of these positions in carrying out program responsibilities.

During the year under review, the Commission experienced an increase in requests for classification action, compared to the 1980-81 fiscal year. This increase can be attributed to program changes and departmental reorganizations. A total of 102 classification appeals were received in 1981-82, compared to 91 in 1980-81.

In addition to the activities associated with the administration of the classification plan, the branch has been involved in the modification of the plan through the development of a number of new or amended classification series. Branch efforts in this regard resulted in the development of more than 20 new or revised classes, some of which have been implemented.

Classification Statistics

Encumbered Positions	1980-81	1981-82
Requests		
On Hand (Beginning of the Year)	108	139
Received During the Year	536	625
Total	644	764
Disposition		
Withdrawn or Cancelled	29	76
Reviewed and Classified	475	642
Pending at Year End	140	46
Vacant Positions		
Requests		
On Hand (Beginning of the Year)	10	21
Received During the Year	409	573
Total	419	594
Disposition		
Withdrawn or Cancelled	4	11
Reviewed and Classified	394	572
Pending at Year End	21	11
Positions for Initial Classification		
Requests		
On Hand (Beginning of the Year)	3	11
Received During the Year	346	385
Total	349	396
Disposition		
Withdrawn or Cancelled	4	1
Reviewed and Classified	334	394
Pending	11	1

Staffing

Functions

The staffing function of the branch is to recruit the necessary qualified personnel to fill permanent vacancies in the public service. Specifically, the objectives of the staffing function are:

- to ensure that the 'merit principle' is maintained regarding employment in the public service
- to conduct an active advertising and recruitment program to fill vacancies in the classified public service
- to establish and maintain selection standards which ensure comparability and equity across the service
- to provide staffing officers who serve as chairpersons of selection panels and certify up to three qualified candidates from each competition
- to develop and administer qualifying employment examination and assessment methods which are fair, reliable and valid
- to audit and enhance the quality of staffing functions delegated to line departments
- to provide advice and training to line managers and personnel administrators in all aspects of the staffing process
- to co-operate in the development and implementation of special employment programs and to monitor their effectiveness
- to effectively manage the re-employment of employees affected by program changes or by employees returning from leaves of absence.

Activities

The workload of the branch is determined by the requirements to fill vacant positions and by the number of job applicants in the labour market. The number of positions to be filled depends upon the turnover of existing staff and changes in government programs requiring either new employees or placement of present employees in alternate positions.

The number of competitions has remained at a constant rate of approximately 1800 competitions per year for the past two years.

The number of applications received for each competition remained high during 1981-82. This, combined with increased interest in the staffing process by the public, the unions, the Human Rights Commission and the Office of the Ombudsman, led to a continued review and adjustment of staffing procedures. One example of such a review is that of the Clerical Examination. This action has resulted in changes to the application of the exam as well as enhancing its usefulness in assessing a candidate's knowledge, skills and abilities.

Continued emphasis was placed on the training of line managers and personnel administrators in staffing policy, methods and procedures. These methods focussed on analyzing and assessing the knowledge, skills, abilities and suitability of candidates to perform the duties of the vacant position. Wherever possible, assessments were based on objective demonstrations of abilities rather than on formal academic skills alone. A total of two training workshops were held, with 38 line managers and personnel administrators participating. The branch is also co-ordinating the proposed conversion of more than 1300 Labour Service employees to the permanent classified service.

Special Programs Unit

The purpose of the unit is to facilitate the recruitment and retention of individuals of Indian ancestry and handicapped individuals into the Saskatchewan public service. The major activities of the unit are:

- administration of the Native Employment in Government Program, the Government Employment Program for the Disabled and the Training on the Job/Special Needs Program; this also involves design of training-on-the-job situations and the setting and monitoring of training goals for specific candidates
- screening all vacancies in the public service to determine if recruitment from the two target groups is feasible
- consultation with department personnel staff to encourage the increased recruitment of target group individuals and to assist them in development of departmental action plans
- liaison with organizations in the community which assist target group individuals to find employment
- operation of a candidate inventory and referral system
- provision of career counselling to persons from the two target groups
- follow-up of target group candidates through the staff selection process. (The Human Rights Commission has been asked for permission to use a voluntary self-declaration section on the public service application forms.)

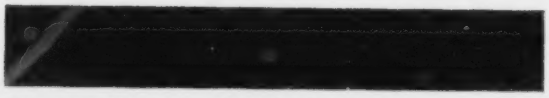
Involvement of Persons of Indian Ancestry and Persons Who Are Physically Disabled* With the Special Programs Unit in 1981-82

*Persons who identified themselves as members of the target groups for affirmative action.

Persons Interviewed by the Special Programs Unit

The Special Programs Unit also operates a candidate inventory which is used to refer persons from the two target groups into regular competitions and into temporary employment opportunities. The inventory is growing in size with over 225 target group persons.

Persons of Indian Ancestry



Persons Who Are Physically Disabled

Staff Training and Development Branch

Bill Duncan — Director

Objectives

The Staff Training and Development Branch provides opportunities for employees to enhance on-the-job knowledge and skills to meet the changing job requirements of the Government of Saskatchewan.

The branch encourages other government departments and agencies to promote the maintenance and development of competencies and skills that will result in increased productivity.

Functions

To reach these objectives, the functions of the branch include:

- Career Planning and Development
- Staff Training
- Human Resource Management
- Administrative Development Diploma (ADD) Program
- Education Leave Program

Activities

Career planning and development: During the 1981-82 fiscal year, the branch developed a curriculum for a management training program tailored to fit the particular needs of senior management in public administration. To facilitate effective and productive training programs, the branch investigated and ultimately established an assessment centre designed to specifically evaluate the developmental needs of senior management.

The first series of management training courses was successfully introduced during the 1981-82 fiscal year.

Staff Training Course Development: During the year under review, the branch sponsored 108 courses which were attended by 1,700 participants.

Expansion of the existing Clerical Skills Workshop improved course content and therefore created a more diversified client group within the clerical classification. The Effective Writing Workshop was added to the total clerical skills training package.

In addition, 3 new courses were introduced to serve a variety of client groups:

- Effective Speech Writing
- Manage Your Meetings
- Making Presentations

Human Resource Management: Systematic human management ensures that employees with appropriate qualifications are available when a vacancy occurs. This procedure significantly contributes to the effective utilization of human resources.

Human Resource Planners of this branch identify areas within departments or agencies where shortages of personnel may exist and

recommend methods to effectively alleviate such shortages. Part of this process includes helping other departments to plan effective management of human resources to efficiently meet their respective mandates and corresponding objectives.

Towards this end, pilot projects were implemented within five departments to ensure effective human resource management.

Administrative Development Diploma (ADD) Program: The ADD Program offers employees within certain clerical classifications the opportunity to obtain qualifications for junior professional level positions.

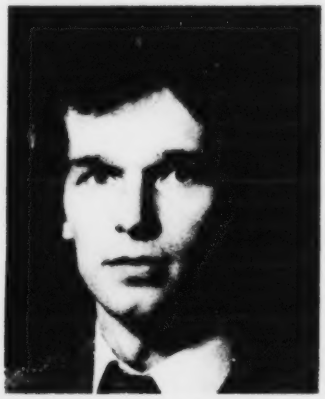
The Administrative Development Diploma Program graduated 9 students in 1981-82, and 11 were admitted to the program. As of March 31, 1982, 28 employees were enrolled in the program.

Education Leave Program: Under this program, eligible employees are granted a leave of absence to further their education at a recognized institution.

Education Leave Policy requires that the educational objectives of successful applicants must be consistent with the needs of their departments.

Assent was given in the 1981-82 fiscal year to 133 applications for education leave for periods in excess of 7 days. There were 359 employees whose request for tuition reimbursement received approval.

Personnel Policy Branch



David Babiuk — Director

Objectives

The main objective of the Personnel Policy Branch is to increase the ability of the Public Service Commission to anticipate and develop necessary changes in personnel policies.

Functions

This objective is fulfilled in three major ways:

- Policy Review: the revision of existing policies and regulations
- Policy Development: the identification of current or future personnel issues and subsequent development of policies and regulations
- Research Support: short-term research and special projects in support of the Chairman and other branches of the Public Service Commission.

Activities

During 1981-82, the branch:

- completed work on the development of an affirmative action program to assist Native and disabled individuals in finding employment in the provincial public service; this included the creation and staffing of a Special Programs Unit located within the Departmental Services Branch to administer the program
- initiated a study of personnel issues associated with technological change and possible responses to these issues
- assisted in a review of the hiring procedures for entry-level clerical positions, focusing specifically on the clerical exam and possible changes
- initiated a review of performance appraisal systems with the intent of developing a policy and system suitable for use in the provincial public service
- participated in an inter-departmental task force on the issue of mandatory retirement in the public service.

Communications Branch

Pat Bugera — Director

Objectives

The Communications Branch is responsible for development and implementation of communications strategies which will serve to enhance the image of the Public Service Commission and the Government of Saskatchewan as an employer.

Functions

To accomplish these goals, the functions of the branch include:

- defining the Commission's role with its various publics and developing long-range public relations goals that communicate the various services provided by the Commission
- developing channels of communication with public service employees to raise levels of understanding as to the role of the Public Service Commission
- participation in recruitment promotion via displays and the staffing of displays with PSC personnel, supported by audio-visual and print materials
- maintaining a resource centre that serves as a central information base offering a wide range of interpretive material to Commission staff and personnel managers in government departments and agencies
- providing public service employee recognition programs for long service and retirement
- providing a service-wide orientation program
- developing and co-ordinating audio-visual resource materials that promote an understanding of the Commission's programs and policies for use by departmental staff or the Commission
- developing and promoting a positive rapport with the media to ensure an accurate reflection of the Commission's policies and programs
- supervising all printing and publications for the Public Service Commission.

Activities

All Communications Branch programs which had been under development during the previous fiscal year were fully implemented in 1981-82.

- PSC POST — publication of the service-wide employee newsletter was increased from quarterly to bimonthly; as well, improvements to the mailing list system were implemented to improve delivery
- Long Service and Retirement — the first Government of Saskatchewan Long Service Recognition Banquet was held Friday, May 1, 1981 in Regina, honouring 69 employees who reached 25 and 40 years of service during 1980-81; the second banquet, June 5, 1981, honoured 30 such employees in Prince Albert; to recognize employees who had reached their service anniversaries prior to 1980, a catch-up program was implemented consisting of 10 banquets at which a total of 741 employees were honoured; a further seven banquets in

February and March of 1982 honoured the balance of the employees who had achieved 25 or 40 years of service during 1980-81; a total of 261 retiring employees received gifts and mementos provided by the Communications Branch and presented, normally by a minister or permanent head, on behalf of the Government of Saskatchewan at functions arranged by the retirees' fellow staff

- Resource Centre — a substantial increase was achieved in the quality and quantity of materials available in the Resource Centre; various promotional activities served to increase awareness of the resources available in the centre, and it was relocated to make it more accessible
- Orientation — work was completed on a comprehensive 7-booklet Orientation Package for service-wide application to all employees; copies were distributed to all departments for use until the seminars could be implemented; further booklets, audio visuals and other information vehicles were developed, and orientation sessions commenced with the first such session taking place in February of 1982 in Saskatoon; 13 sessions were held during February and March in Saskatoon, North Battleford, Regina, Moose Jaw, Swift Current and Prince Albert
- Print, Publication Co-ordination — the branch continued to co-ordinate all printing and publications of the Commission including various forms, brochures, annual report and news releases; in addition, the branch began publication of the Personnel Administrators Bulletin, a capsule update of recent personnel-related developments and UPDATE, a summary of developments with regard to negotiations for the information of all out-of-scope employees
- Recruitment — the Communications Branch participated in career days at the secondary and post-secondary school level and at the Regina Buffalo Days Exhibition; a portable display unit was purchased and related visual materials developed in support of active recruitment through career days events.

Administration Branch

Russ Moore — Director

Objectives

The general objective of the Administration Branch is to provide central administrative support to the branches of the Public Service Commission.

Functions

This is accomplished through the following services:

- accounting
- payroll
- co-ordination and acquisition of accommodation, telephones, supplies and furniture
- mail
- co-ordination of budget preparation
- co-ordination of expenditure control
- personnel administration and record keeping
- word processing

The branch also provides and controls personnel information regarding all employees of the Saskatchewan public service. This is accomplished through the maintenance of a major records management system and the operation of a computer-based Personnel Data System (PDS).

Activities

During the 1981-82 fiscal year, the Administration Branch:

- completed installation of a Word Processing Centre within the branch to provide word processing services to the Commission
- finalized the requirements document for the new Human Resources Information System (HRIS) and began work on the HRIS Systems Proposal and Conceptual Design; the proposed system is intended to improve upon and replace the existing Personnel Data System (PDS)
- designed and implemented a computerized Salary Survey System for the Compensation Research Branch.

Unclassified and Excluded Service

In accordance with the provisions of Section 46(2) of The Public Service Act, following is a list of positions which have been transferred to the unclassified division of the public service or excluded from the operation of the Act, during the 1981-82 fiscal year.

Department	Class
Agriculture	Asst. Director, F.F.I.B.
Attorney General	Crown Solicitor 1 Crown Solicitor 2 (4) Crown Solicitor 3 (2) Crown Solicitor 4 (2) Research Officer 6
Continuing Education	Exec. Dir., Education Programs (M.S. 2) Director, Training Needs Assessment Assoc. Deputy Minister (M.S. 1) Research Officer 4
Co-operation	Administrative Co-ordinator Director, Co-operative Relations
Education	Chief, Prov. Alcoh. Drug Educ. Liaison Prog.
Environment	Clerk Stenographer 4 Administrative Analyst 3 Administrative Analyst 4 Exec. Dir., Policy Development Secretary to Director Policy Development
Finance	Administrative Analyst 1 (3) Administrative Analyst 2 (2) Senior Management Analyst Executive Associate
Health	Sr. Program Co-ordinator — Human Services (3) Program Development Officer Medical Director, Yorkton Psych. Centre
Highways	Associate Deputy Minister (M.S. 1)
Intergovernmental Affairs	Intergovernmental Officer 2
Provincial Library	Associate Provincial Librarian (M.S. 3)
Revenue, Supply and Services	Management Analyst (7)
Social Services	Provincial Gerontologist Special Assistant to Deputy Minister Mgr. Financial Consultants (M.S. 3) Special Assistant to the Executive Director
Tourism	Executive Director, Forestry (M.S. 1)